

Municipalities using Kansas Public Water Supply Loan Fund money for projects are required to submit a final plan of operation prior to 50% construction completion. The plan of operation must include, but is not limited to, an overall Project completion schedule, annual operating cost projections for a minimum of five years, a description of the financial management system, and the projected revenues to operate and maintain the public water supply system. Revenue projections shall also include the Loan Repayments. Below is general format that can be used. All items in the outline may not be applicable to the project.

PLAN OF OPERATION FORMAT

The Plan of Operation Format is to be used to develop the Final Plan of Operation for Kansas Public Water Supply Loan Fund Projects as required by K.A.R. 28-15-61(b)(3). The Plan of Operation must include/discuss the following subjects:

1. General Information

Name of Project:_____ Project No. _____

Project Consulting Engineer:_____

Design Flow Capacity of Plant:_____

Brief Description of Designed Treatment Process:_____

2. Chronological summary of implementation dates, including begin of design phase, bid date, and construction completion.
3. Staffing and training. What Staff or Staff skills will be necessary for this project, including those needed for the existing facility.
4. Records and reports. What records are to be produced during the overall operation of the project at completion of the project.
5. Laboratory control. What equipment and testing will be necessary to assure quality control after completion of the project.
6. Process control and "fine tuning" procedures. What testing, monitoring and applications will be necessary to maintain control of the system as assure compliance with regulations.
7. Safety. What areas of safety need to be addressed and n particular, what areas of increased risk are associated with this project.
8. Emergency operating plan. What system of routine maintenance needs to be placed in service to ensure maximum life from the new rehabbed facility.
9. Maintenance management. What system of routine maintenance needs to be placed in service to ensure maximum life from the new or rehabbed facility.
10. Operation and maintenance manual. Prepare a complete O&M manual for the facility and have it completed before the 90% point of construction.
11. Distribution maintenance program. Address how leaks, services, flushing, disinfection and other associated activities will be routinely carried out.
12. O&M budget and ordinance development. Prepare a framework for developing annual cost projections and long term capital projections.

13. Startup provisions and operator training. How will startup be handled and what special skills/personnel will be involved during startup.
14. Project performance criteria. Describe how the project will be evaluated to determine whether it has met its operational goals.
15. Project construction schedule. Provide the schedule of construction with special detail to times and areas where existing facilities or operations will be impacted.
16. Estimated construction payments schedule. Prepare an estimated payment schedule.
17. Projections of annual operating costs (operation, maintenance, and replacement), for next 5-year period.
18. Description of existing Financial Management System of water supply utility.